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## INTRODUCTION

Day Star School is a Christian minority education institution of the C.N.I. Amritsar Diocese, registered under the Societies Act of 1860 along with the Lady Willingdon Hospital. The institution is run by the School Management Committee who are responsible to the Board of Governors of the Lady Willingdon Hospital and Day Star School Society.

The school is affiliated to The Council for the Indian School Certificate Examinations, Delhi.

**PURPOSE:** The purpose of the school is holistic development and transformation of individual and community through education.

### TRANSFORMING EDUCATION TRANSFORMING LIVES

**AIM:** Aim of the school is to provide a high standard of academic and value education in Christian love and discipline, and to develop in every child a sense of dignity, equality and responsibility.

## 1. HISTORY

Day Star is an off-shoot of the Lady Willingdon Hospital. It was started in June 1985 with 9 students and 1 teacher. After increasing by one class each year, the school now has classes from the nursery to the class 12. The present strength of the school is approximately 550.

The school is a community-based one, seeking to have a close relationship with the home of the child to nurture the child and to help his overall growth. As the school belongs to the Manali community we believe the curriculum must be designed to help the students gain skills, knowledge and insight necessary to live full, fruitful, and responsible lives. We also believe that education must foster an awareness of the challenges of a changing world,

helping members of the community to make the right choices based on the principles of peace and justice.

## 2. EDUCATIONAL PHILOSOPHY

The school is a place of communication – to communicate values and ideals and allow interaction based on these values and ideas. It is a place where we should feel comfortable to ask questions, express opinions, and allow change to take place from within.

The school is a place where individuals are encouraged to make choices based on truth and reality. These choices should lead them to find a meaning and purpose in life and thus create a community and society that upholds and respects life in all its fullness. The purpose of the school is to help individuals think and recognize truth and to challenge them to be dedicated to truth in all areas of their lives and to pursue excellence in all they do.

This school wants to help individuals to face the difficulties of life's problems, to learn to delay the gratification of self – interest, and to assume responsibility for their actions and to realize that satisfaction is a by-product of service and real happiness comes from selfless giving.

To achieve this purpose for the school, we need to have long and short-term goals, which can be assessed, criticized and pursued realistically.

We believe that patience and the creative talents of the teachers play a vital part in helping the child realize his/her full potential. We want to help the child to think and ask questions in an atmosphere of love and acceptance. We as adults ask ourselves the questions “How much effort are we making to communicate and how do we respond to children's questions”. Not every child is going to be brilliant academically, so there is a need to help those who have a desire to grow and are gifted in other areas.

We believe that instead of individual competition, there is a need to encourage team spirit through group activities and group

learning. Our extra-curricular activities are based on team spirit. They help the children learn to relate to others, to say “*sorry*”, “*thank you*”, to cope with defeat and to take victory in the right spirit. Drama, Music, Sports and other socially productive activities give opportunities to those who are not academically brilliant to prove their abilities.

Every child during his/her stay at the school will go through different phases of growth that are normal to human beings. We feel a greater responsibility to help them find their identity and self worth as they grow up and discover themselves. We believe that there is a need to teach them about the phases of sexual maturity and the value of friendship. We need to see them through their insecurity and help them emotionally to become mature adults.

Our school wants to give children the opportunity to respond to historical truths, to look at events and people and be able to discern the truth. We believe that there is an absolute truth, which can be known, experienced and lived out. We want the school to become a place where the search for this truth is encouraged.

## 3. SCHOOL MOTTO

Our motto for Day Star School is *Dignity, Equality* and *Responsibility*, which is based on the biblical understanding of Man.

We believe that man is a spiritual being created in the image of God with the potential to reflect the nature of God. Thus this intrinsic value cannot be measured in terms of productivity, success or physical appearance. The school is committed to uphold the dignity of every individual and to help children discover their self-worth and uniqueness irrespective of academic performance.

All of us are created in the image of God, so we are all equal irrespective of our color, creed, economic status and gender. To experience this equality, the school has various programmes and

projects in which children of different backgrounds are given equal opportunities to study, work and live with one another.

Man has been given dominion over nature. Man is responsible for creating better living conditions by utilizing the rich resources that are already there. Man must use his/her creative mind to discover the mysteries of the universe. Man is responsible for creating a healthy environment, not only for himself but for his neighbour too. We encourage the children to develop a sense of responsibility to society and to oneself and thus, ultimately to God.

#### **4. SYLLABUS**

The school follows the guidelines of the NCERT. Stress is laid on developing skills, which are reflected in the teaching methods and the content being taught.

The school tries to keep abreast of the latest developments in the fields of educational technology. As a result computer aided learning and computer applications are very much a part of the school's programme.

Value education is taught through the Bible. This area is not evaluated in grades.

##### **Highlights of the school:**

- Special Education Centre
- Computer Applications
- Adventure activities such as camping/climbing etc.
- Residential sessions
- English – A unique approach
- Art and Craft
- Music
- Swimming
- Project work

#### **5. SCHOOL UNIFORM**

##### **Boys:**

Grey trousers  
White Shirt

Grey socks

Black shoes

Maroon sweater, School tie and School badge

Maroon knitted cap

##### **Girls:**

Maroon checked pinafore/Skirt

White Shirt

Grey Socks

Black shoes

Maroon sweater, School tie and School badge

Maroon knitted cap

Black clips Red Hair Band (if long hair)

##### **Std VIII to X Girls:**

Maroon checked skirt

White Shirt

White Socks

Black shoes

Maroon Sweater, School Tie and School badge

Black clips or Red Hair band

Maroon blazer optional for both

Nursery and K.G: One set of extra clothes with the child's name to be left in the school.

##### **Sports Uniform**

Every Friday the students of classes 6 to 10 are expected to wear sports uniform.

##### **Note:**

Parents are requested to see that their children are neat and tidy for school each morning. Clothes and shoes should be in proper condition. Hair should be clean and neatly combed.

#### **6. ADMISSION**

Admission is granted to children according to their merit in the test/interview/developmental assessment. Care is taken so that

children of all communities are admitted. For admission to Nursery, a child must have completed 3½ years of age by the 1<sup>st</sup> of March and not exceed 4½ years of age.

Students must have a Transfer Certificate from the previous school. After a child has been selected for admission and the student fails to join within 5 days, she/he forfeits the seat. Please read instructions given in the application form before filling it.

## 7. HOMEWORK

1. **Nursery:** No Home work. A weekly report is sent to the parent/guardian. Parents could help their children to review this work. This activity is optional, to be done only if the parents would like to do this extra work.
2. **Standard 9 to 12:** A minimum of 2 hours daily home work will be given of which 1 hour written work is required. Whenever time is left over after the written work, student should use the remaining time to revise classroom work.
3. **Other classes:** Suggested home work time table for other classes is prepared by the class teacher in consultation with the subject teacher.

## 8. WITHDRAWALS

1. If a child is to be withdrawn, one-month notice should be given or else she/he will be required to pay one-month's fees.
2. Notice of child's withdrawal given when the school is closed, will not be entertained.
3. Children leaving the school in December need to pay the Fee until the end of the academic year, which is February.

## 9. DISCIPLINE

Parents and guardians are expected to give wholehearted cooperation at all times to the formation of the character of their children. As the child progresses from lower to the upper classes, she/he will be given increasing opportunities to shift to self-imposed discipline.

The school insists on strict punctuality, regular school attendance, cleanliness in dress, general grooming and fidelity to study and work assignments. Absence from school for merely social functions is strictly discouraged.

## 10. CODE OF CONDUCT

1. All students must be clean and neat. Students must come to school in the correct uniform.
2. Care must be taken of all school property and no student should scratch or spoil any school furniture, write or draw on the walls or in any way damage things belonging to others. Damage done, even by accident, should be reported to the Class Teacher or the Principal. Any damage by accident must be made good by the person who has caused the damage. Anyone who sees any damage should report the matter at once, even if she/he does not know who has done it. Each class shall be responsible for all their class property.
3. a) No books (other than text books or library books), magazines or papers may be brought to the school without the Principal's permission.  
b) Pupils are forbidden to bring crackers, explosives or other dangerous materials into the school. Disciplinary action will be taken against such offenders.  
c) Money should not be lent or borrowed or articles exchanged.  
d) Mehndi, nail polish, kajal, lipstick, and dangling earrings are not allowed in School.  
e) Carrying and using Mobile phone is restricted in the school campus. The defaulter is liable to be expelled from the School.
4. The school is not responsible for goods or money lost. Students are advised not to bring valuables to school.
5. Day Star students should behave courteously wherever they go. They should always remember that the school is judged by their behaviour. They should greet teachers and school staff whenever they meet them.

6. School discourages birthday celebrations in the School. A parent who wishes to celebrate his/her child's birthday in school is allowed to distribute toffees/chocolates only.
7. Parents are requested not to visit the classes of their children or teachers without prior permission of the principal.
8. The school reserves the right to dismiss any student whose diligence or progress in studies and discipline is steadily unsatisfactory or whose conduct is harmful to other students or whose guardians show little interest in the progress of their wards. Immorality, grave insubordination, contempt of authority, or willful damage to property, forbidden practices including smoking, use of drugs or intoxicants, possessing pornographic material, gambling, rowdiness, rude behavior, casteism and communalism is sufficient reason for immediate dismissal.
9. A student who uses unfair means or receives or gives assistance in any form during tests will be given zero in the subject and a warning letter. Repetition of the same offence will result in dismissal.
10. Parents or guardians may not visit their ward or any teacher in the classrooms.
11. Children are expected to speak English during school hours in order to gain self-confidence and proficiency in the language.
12. The note-books, test files etc. should be neatly covered, correctly labeled and brought to school as per the class time table. These should be properly maintained.
13. No pupil may leave the school premises during the school hours without the permission of the Principal. Parents or guardians may not take children out of the school premises without the Principal's permission.
14. Students' must abide by all the instructions given in the School assemblies and PTA meetings.
15. Disciplinary action will be initiated against a pupil who does not act in accordance with the code of conduct laid down in School Diary.

## 11. RULES CONCERNING ABSENCE

1. No one who is late or has been absent on a working day will be admitted to the class without the permission of the class teacher.
2.
  - a) For a leave of absence up to 3 days it is sufficient to apply through the school calendar.
  - b) For a leave of absence of more than 3 days, a letter must be sent in advance.
  - c) Every absence (sick leave or otherwise) must be entered briefly in the non-attendance and leave record pages provided and signed by the parent or guardian. Failure to do so will result in **Rs. 50/- fine**.
  - d) An unexplained absence for 7 days will result in the student's name being struck off the roll. All students are expected to attend class on the opening day after each of the vacations and until closing day. Those absent without prior leave will be fined at a rate of **Rs. 50/- per day**. Those absent because of sickness must inform the school on or before the opening day and must produce a medical certificate, failing which they must pay the above penalty. Absence without leave for more than five days immediately after vacation renders the student liable for dismissal.
3. A student returning to school after suffering from an infectious or contagious disease should produce a doctor's certificate permitting her/him to rejoin the class, subject to these conditions:

Student must observe the following periods of quarantine  
Before returning to class:

**CHICKEN POX** – 6 days after the disappearance of the first Crop of vesicles.

**MEASLES** – 7 days from rash.

**MUMPS** – Until swelling of salivary glands has subsided, this may take 9 days from the appearance of symptoms.

## 12. PAYMENT OF SCHOOL FEES

Details of fee payable at the time of admission is given in the student application form.

1. There will be a marginal rise in fee every year.
2. School fee is to be paid by the 10th day of every month at the school office. Late fee fine (after 10th day of the month is Rs. 50/-)
3. Fee for January and February should be paid by December at the school.
4. If a student is taken out of the school in December then the school fees for the months of January and February must be paid.
5. There is an extra charge for books and stationery.
6. Parents should keep the receipt issued to them as proof of payment if required.
7. All dues must be paid before the end of the school year, otherwise the student's name will be struck off the school roll and the report card will not be given until such time as all dues are paid.
8. All disputes/litigations are subject to Kullu District Courts only.

## 13. TRANSPORT

The school does not provide transport for children. Parents are requested to bring their children on time and collect them on time. Nursery and Kindergarten children will not be permitted to leave until such time as an authorized person comes to collect them.

## 14. EQUIPMENT

1. Your child should bring a small snack, 'Tiffin' and drinking water for mid morning breaks.
2. Children's lunch should be sent with them and not during school hours.
3. Nursery and K.G. will need to bring a spare set of clothes in case of toilet accidents.

## 15. SCHOOL TIMING

The school begins at **9:00 a.m.** Children are expected to be in school at **8:45 a.m.** School is from Monday to Friday.

### Summer Timings:

Nursery	9:00 am to 12:55 pm
KG	9:00 am to 2:05 pm
Std I to V	9:00 am to 2:45 pm
Std VI to VIII	9:00 am to 3:25 pm
Std IX to X	9:00 am to 4:05 pm

### Winter Timings:

Nursery	9:00 am to 12:30 pm
KG	9:00 am to 1:35 pm
Std I to V	9:00 am to 2:10 pm
Std VI to VIII	9:00 am to 2:45 pm
Std IX to X	9:00 am to 3:20 pm

## 16. RECOMMENDATIONS TO GUARDIANS

1. In order to secure the best in the education of the child, maximum cooperation between the school and the parents is needed. We earnestly recommend that parents or guardians look into their school diary every day and see to it that lessons and homework assigned for the next day are completed. The child should be encouraged to cultivate neatness and all slovenliness should be firmly disapproved of. Remarks made in the diary should be seen and countersigned regularly.
2. Whenever you feel that your child is not making the desired progress you should meet the Principal with prior appointment. Private tuition is not permitted. If there is a real need of help you could arrange for extra classes through the principal.

3. Criticism of the child's teacher and school in her/his presence should be avoided, because it causes the child to lose respect for the teacher and affects her/his ability to learn. Legitimate complaints should be made to the Principal without fear of reprisal.
4. As your child advances in age, guide her/him to be a resourceful member of the home, community and country. Encourage self-help for work and study. Children should be taught to keep their room tidy, make their own bed, and polish their own shoes etc. The formation of such habits early in life instills in them the dignity of work, a fundamental personal virtue necessary for a successful career in life.
5. A child who is ill should not be sent to school to take tests or attend class. The chances are that they will do badly as a result and spoil their academic record. In such cases of illness academic performance is graded settled on the term's work in consultation with the teachers and the previous record.
6. Withdrawal of your child from classes for merely social functions is not recommended as it retards the child's progress in the school. We recommend that you pay careful attention to the content and amount of television viewed by your child. It would greatly benefit your child if you attend every Parent's meeting at School. The school administration will take a serious view of parents regularly absenting themselves from such meetings.
7. Check the School Diary daily, as it forms a link between the School authorities and the parents. You are required to check your child's diary, sign messages, progress reports or other similar documents when requested to do so, as not to put your child to any inconvenience.
8. Be open to listening and considering the teachers' opinions regarding your child, even when the comments may be less than complimentary.
9. Parents are expected to co-operate with the school authorities. In particular they are understood to have entrusted the Principal with the authority to discipline their children at his/her reasonable discretion.

10. Be supportive of the Principal's action in dealing with your child. Avoid making generalized scathing comments about the School or individual teachers in general.
11. Parents are not permitted to shout and use foul language in school premises. Parents will not form groups outside the School gate and violate the school rules.
12. Parents are welcome to incorporate suggestions in confidence with the Principal verbally or written.

## **17. LIBRARY RULES**

1. Strict Silence should be maintained by all in the library.
2. Only one book will be issued per student per card. Books will not be issued during the vacations.
3. Students are not allowed to keep with them any book borrowed from the library for more than one week. Books overdue may be returned on any class day with a fine of Rs. 10/- per day.
4. Individuals who lose library books will have to pay the price of the book.
5. Writing or underlining in any book or cutting out pages from library books is strictly forbidden. If on taking a library book you find it torn, or with missing pages, it should be brought to the notice of the librarian. Failure to do this checking renders one liable to be considered responsible for defects noticed on the return of the books.

## **18. STUDENT COUNCIL**

The members of the Student Council, distinguished from others by their badges, are appointed to assist the Principal and the Staff, in the efficient running of the School. They are selected at the beginning of Academic year on the basis of all round proficiency and qualities of leadership, through a process of nomination and election.

The School is run on the lines of House system. There are four houses: Maple, Cedar, Oak and Pine. Students are distributed into the four houses at the commencement of the Academic Year.

## **19. SCHOOL ACTIVITIES**

The important aspect of DSS is the variety of activities organized for the overall development of the students. These activities make the School atmosphere lively and enjoyable. The activities are as follows:

1. Residential sessions
2. Camping and Trekking
3. Cultural week
4. Inter House sports competition
5. Basketball and Cricket Coaching
6. Music
7. Inter House Quiz competition
8. Road Race
9. Art, Rangoli and Flower arrangement
10. Creative writing
11. Student mock elections
12. Spell bee contest
13. School Fete
14. Reading Day
15. School Exhibition

Apart from these activities, we celebrate Himachal Day, Independence Day, Teachers Day and Children's day in the School.

## **20. PROMOTIONS**

1. Promotion depends on the students' overall performance throughout the year, and not merely on the marks scored in the final examination.

2. Students of Nursery to Std II will be constantly evaluated by their teachers throughout the year. The reports of the this evaluation will be given to the parents at the end each term.
3. For classes 3 to 10, there will be two written examinations, I term in July and II term in December. Besides these examinations students will be constantly assessed by means of Diagnostic and Summative tests, project work and oral exams. A total of 100 marks of internal assessment and 100 marks of term assessment will be done in both the Terms. Annual result will be based on the whole year's performance.
4. The students of classes 9 and 10 will have the whole year's syllabus for the II term examination.
5. Minimum marks for passing in each subject for classes 3 to 8 is 40% and for classes 9-10 is 35%.
6. Minimum attendance required is 80%.

## **21. SPECIAL EDUCATION CENTRE**

Special Education Centre is catering to the needs of the differently abled children such as

1. Intellectual disabilities
2. Behavioral disorders
3. Emotional disorders
4. Learning disabilities
5. Learning problems due to various factors
6. Multiple disabilities

We have qualified and trained dedicated special educators to help children with above mentioned problems.

**ACADEMIC YEAR** is from March to February. There are two Terminal Examinations followed by Reports in the month of July and December. Two mid term reports will be issued during the year for poor performers.

If a child lives with **TOLERANCE**

He learns to be patient

If a child lives with **ENCOURAGEMENT**

He learns confidence

If a child lives with **PRAISE**

He learns to appreciate

If a child lives with **FAIRNESS**

He learns justice

If a child lives with **SECURITY**

He learns to have faith

If a child lives with **APPROVAL**

He learns to like himself

If a child lives with **ACCEPTANCE & FRIENDSHIP**

He learns to find **LOVE** in the world.

**“There can be no greater investment than that of investing in children.”**

Karin Hulshof, the UNICEF special representative

**“Don’t judge each day by the harvest you reap but by the seeds that you plant”.** - Robert Louis Stevenson

### **IMPORTANT NOTE**

***No personal visits/telephone calls/recommendations are entertained with regard to the admission of the child. If anybody found trying to influence the admission process, the application of the child will be rejected.***

### **A THOUGHT**

If a child lives with **CRITICISM**

He learns to condemn

If a child lives with **HOSTILITY**

He learns to fight

If a child lives with **RIDICULE**

He learns to be shy

If a child lives with **SHAME**

He learns to be guilty

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